



October 14, 2011

To: SBE Firms

Re: Landscape and Lawn Maintenance

Project No.: RQPM1200008

The above-referenced project is being considered for a **Set-Aside** (for) competition solely amongst Small Business Enterprise (SBE) firms. If you are interested in participating as a **SBE Prime Contractor** to perform work in connection with this project, **please complete and return the attached Verification of Availability form (answering all the questions listed as well as other requested information), by 10:00am, Wednesday October 19, 2011.**

Please review the attached project description and requirements. These specifications are being reviewed and are subject to change.

The Verification of Availability form and required examples of previous work may be sent via facsimile transmission (305) 375-3160 or email to walterv@miamidade.gov. If you have any questions, please contact me at (305) 375-3138.

Sincerely,

A handwritten signature in cursive script, appearing to read "Vivian O. Walters, Jr.", with a stylized flourish at the end.

Vivian O. Walters, Jr.,
Contract Development Specialist 2
Business and Professional Development Division

Attachments

VERIFICATION OF AVAILABILITY

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT
COMMUNITY BUSINESS ENTERPRISE PROGRAM
111 N.W. 1ST STREET, 19TH FLOOR
MIAMI, FLORIDA 33128

PROGRAM COORDINATOR: MR. VIVIAN WALTERS, JR.

I am herewith submitting this letter of verification of availability and capability to bid at such time as this project is advertised. (NOTE: Please provide all the information requested; incomplete and/or incorrect verifications are not acceptable or usable.)

CONTRACT TITLE AND NUMBER: Landscape and Lawn Maintenance

RQPM1200008

CONTRACT ESTIMATED AMOUNT: \$90,000.00 (one (1) year with one (1) year otr.

The above referenced project is being considered for contract measures in the trade categories of:

- **988-36** – *Grounds Maintenance: Mowing, Edging, Plant (not tree) Trimming*
- **988-52** – *Landscaping (including Design, Fertilizing, Planting, but not Grounds Maintenance or Tree Trimming Services)*

NAME OF SMALL BUSINESS ENTERPRISE _____ Certification Expires: _____
DATE _____

ADDRESS	CITY	ZIP CODE
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Telephone: _____ Bonding Capacity: N/A

PRINT NAME AND TITLE

SIGNATURE OF COMPANY REPRESENTATIVE	DATE
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DESCRIPTION OF PROJECT

Project Title: Landscape and Lawn Maintenance

Project Number: RQPM1200008

Department: Procurement Management

Estimated Cost: \$90,000.00

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SCOPE

The purpose of this solicitation is to establish a contract for the purchase of landscaping and lawn maintenance services for Miami-Dade County. Vendor(s) shall provide routine grounds maintenance including: mowing, edging, mulching, , pruning and trimming trees, removing weeds, fertilizing, cleaning-up, removing trash and litter.

3.2 WORK SCHEDULE

Services may NOT be started before 8:00 A.M.

Vendor(s) shall accomplish all landscape maintenance requirements during the scheduled working hours of each Library. Vendor(s) shall establish a schedule of routine work to be followed at each branch. This schedule must be submitted to the Library department on an annual basis at the start of the contract. The schedule shall include the dates and times for each site for the work listed throughout the solicitation. Vendors shall notify each branch affected or the Library department of any changes in this schedule at least twenty-four (24) hours in advance of the change. Vendor(s) shall not interfere with normal pedestrian traffic on adjacent sidewalks or vehicular traffic on adjacent streets. In order to maintain the property in a uniform appearance, all work shall be completed in a continuous manner. This means that no work should be started at any location which cannot be finished the same or the next day.

3.3 MAINTENANCE TASKS

Vendor(s) shall perform 18 cycles per year unless otherwise indicated by the Site Manager. During the rainy season May through October two (2) cuts per month; during the dry season November through April one (1) cut per month.

A. Turf Mowing

1. Vendor(s) shall remove all litter and debris, including broken glass, rocks, and trash from turf area before mowing.
2. Vendor(s) shall insure a smooth surface appearance without scalping or leaving any "missed" uncut grass. Mowing shall be from pavement to pavement including swales in public right-of-ways.
3. Vendor(s) shall use the following mowers:
 - Reel mowers with rollers on Hybrid Bermuda grass
 - Reel mowers with rollers or rotary mowers on St. Augustine grass
 - Reel mowers with rollers, rotary mowers or fail mowers on Bahia grass.

4. Vendor(s) shall adjust mowers to the proper cutting height and level for the kind of grass and current condition of the turf. Mower blade height adjustment is to be measured from a level floor surface to the parallel and level plane of the mower blade.
5. Vendor(s) shall perform mowing so that no more than one third (1/3) of the grass blade is removed during mowing in returning the grass to the accepted height.
6. Vendor(s) shall use mower blades that are sharp enough to cut, rather than to tear grass blades.
7. Vendor(s) shall be careful so as not to "batik" trees or shrubs, or to intrude into ground cover beds, or damage sprinkler heads, curbs and other facilities.
8. Vendor(s) shall remove grass clipping and debris caused by mowing or trimming from adjacent walks, drives, gutters and curbs or surfaces on the same day as mowed or trimmed.
9. Vendor(s) shall not mow when weather or conditions will result in damaged turf.

B. Turf Trimming

1. Vendor(s) shall trim the grass during, or as an immediate operation following mowing.
2. Vendor(s) shall trim the grass by hand, hand power shear or rotary nylon "fish cutting" machines.
3. Vendor(s) shall trim the grass at the same height as adjacent turf is mowed.
4. Vendor(s) shall trim the grass from around all obstacles and vertical surface in the turf such as posts, tress and walls and around sprinkler heads and other irrigation system fixtures to assure their proper water delivery function.

C. Turf Edging

1. Mechanical edging (vertical trimming) of all turf edges is to be used in all areas including abutting sidewalks, flush paved surfaces, curbs, drives and patios.
2. Turf edging as shrub beds, flower beds, ground cover beds, hedges, or around trees (where "edging" rather than "trimming") is directed shall be edged with a manual or mechanical edger to a neat vertical uniform line, after every mowing for uniform appearance.
3. Vendor(s) shall edge the turf approximately 18 inches around all trees that are in the lawn area creating a circle.
4. Vendor(s) shall create the circle on the trees that do not have it.
5. Vendor(s) shall edge the turf approximately 10 inches out from the drip line of shrubs and hedges.

6. Dirt and debris produced by edging or trimming will be removed and swept away from adjacent surfaces, from gutters and road surfaces adjacent to roadway medians and scales, on the same day as cut.

D. Ground Cover Edging

Ground cover beds shall be maintained within their extended bounds and shall not be permitted to encroach into lawns, shrubs' beds or adjacent areas, at the same frequency as mowing for uniform appearance. Wood chips, mulch, gravel and ornamental rocks shall be considered as ground cover.

E. Shrub, Hedge and Ground Pruning

Vendor(s) shall prune all shrubs, hedges and ground cover plants growing in the work area, at the same frequency for uniform appearance, to maintain plants in a healthy, growing condition and to maintain plant growth within reasonable bounds to prevent encroachment of passageways, walks, streets, views of signs or in any manner deemed objectionable by the individual Site Manager. Planters shall be trimmed and pruned as necessary to provide a uniform appearance. Wood chips, mulch, gravel and ornamental rock shall be included and considered as ground cover. This type of ground cover will also be maintained within its intended bounds and not permitted to encroach into lawns, or adjacent areas.

F. Tree Pruning

Pruning of trees shall consist of the removal of dead and/or broken branches, suckers or sprouts from tree base or below; and pruning to prevent encroachment of branches over streets, into private property, obscuring view of signs or traffic, particularly at road intersection, or interference with lighting, etc. Trees up to a height of 12 feet shall be included. Vendor shall consult a certified arborist as any improper pruning practices that result in damage to trees will be the vendor's responsibility.

1. Vendor(s) shall prune tree branches up to seven (7) feet over walkways and in areas designated by user department.
2. Vendor(s) shall prune tree branches up to twelve (12) feet from the ground regardless of size of limb.
3. Vendor(s) shall use clean sharp cutting tools designed for pruning; do not use machetes for any pruning or trimming.
4. Vendor(s) shall cut limbs flush with trunk to promote healing, leaving no stubs.
5. Vendor(s) shall paint with approved tree healing compound all cuts exceeding 1½ inches diameter.
6. Vendor(s) shall remove vines, debris, signs or any other materials attached to the trunk.
7. Vendor(s) shall remove dead or broken branches, including dead palm fronds (12 feet high or under) from palm trees and dispose of.
8. Vendor(s) shall remove all tree cuttings and dead palm tree fronds from sites on the same day they are cut.

G. Mulching

Vendor shall apply brown chip mulch two (2) times a year around as indicated by the user department. Sample of the mulch shall be submitted to the user department for approval prior to installation.

H. Tree and Shrub Replacement

Vendor(s) shall notify the user department immediately after discovery of the following:

1. Dead and damaged plants.
2. Trees or plants that require staking, guying and set-up.
3. Trees that have died or have blown or knocked over.

Damages incurred to existing plants and trees due to the vendors' faulty maintenance or negligence as determined by the user department shall be repaired or replaced at the vendors' expense as follows:

1. Minor tree damage such as bark lost from impact or mowing equipment shall be remedied by the vendor. If damages result in loss of tree, the damaged tree shall be removed and replaced.
2. Minor shrub damage may be corrected by appropriate pruning. Major damage shall be corrected by removal of the damaged shrub and replacement.

Replacement shall be made by the vendor(s) in the kind and size of tree and condition. Where there is a difference in value between the lost tree and plant and, the replacement, this difference will be deducted from the vendor(s) payment.

Damage resulting from chemical operations, either spray drift, or lateral leaching shall be corrected using the above maintenance practices and the soil conditioned to insure its ability to support plant life.

Vendor(s) shall remove and properly dispose of all dead or injured trees with prior approval from the user department.

I. Weed Control

All landscaped areas within the specified areas including lawns, shrubs and ground cover beds, planters, swales, walkways, gutters and areas covered with gravel rock or wood chips shall be kept free of weeds at all times. A complete removal of all weed growth shall be accomplished every thirty (30) days on a continuing basis, as weeds appear. For the purpose of this specification a weed will be considered as any undesirable or misplaced plant. Weeds shall be controlled either by hand, mechanical or chemical methods.

1. Vendor(s) shall mow, trim or edge weeds from turf areas as a part of turf care operations.
2. Vendor(s) shall manually remove weeds from shrubs, hedges, ground cover or flower beds, unless chemical or mechanical means are specifically authorized by the user department.
3. Vendor(s) shall cut back weeds four (4) times a year, minimum in areas such as canal banks, drainage areas, or rip-rapped areas.

4. Vendor(s) shall remove weeds from walkway curbs, gutter expansion joints, and along fence lines as needed or at least once a month, or as directed by the user department.

J. Disease and Pest Control (reporting requirements)

Vendor(s) shall regularly inspect all landscape areas for presence of disease infestation and shall report it to the user department, within four (4) days. **The report** shall include the following:

1. Name of the plant affected
2. Name of pest or disease
3. Name of the chemical to be used for treatment
4. Method of application
5. Schedule for applications (Only products approved by the Federal Environmental Protection Agency (EPA) and the State of Florida shall be recommended)

Do you have prior experience satisfying the above stated? Yes ☐ No ☐

3.4 Fertilization

1. Vendor(s) shall prepare and submit for approval to the user department within ten (10) days after award of this contract, a complete annual maintenance fertilization program for the turf, shrubs, ground cover, flowers, and trees located in various locations that will assure plant growth and health within actual site conditions. The plan will indicate the kinds of fertilizers by guaranteed analysis, and rate of application, method of application, and schedule of applications.
2. Vendor(s) shall notify the user department at least three (3) days in advance of the dates and sites that will be fertilized and the type of fertilizer to be used. Permission to perform this activity must be received before the work can begin.
3. Vendor(s) will insure that the area being fertilized is clearly marked, in order to prevent inconvenience or illness to individuals. All excess fertilizer must be removed before the job is considered complete.
4. Fertilization will include the application of micronutrients (nitrogen, calcium, phosphorous, magnesium, and sulphur) and micronutrients (including iron, copper, manganese, molybdenum, zinc, boron) as may be required by specific plants for health and vigor.
5. Vendor(s) shall apply fertilizers by appropriate methods such as surface broadcasting, dry material, drench spray, or bedding soluble or liquid material.
6. Vendor(s) shall supply only new fertilizer materials purchased for a specific use.

A representative from the user department may be present during application of fertilizer.

A. Turf Fertilization

The annual maintenance fertilization program presented by the vendor for turf will provide for nutrition of 1) Bermuda grass under irrigation, 2) St. Augustine grass under irrigation, 3) Bermuda grass not under irrigation. The annual maintenance fertilization program will be prepared in accordance with recommendations contained in the Florida Cooperative Extension Service, University of Florida publication: General Recommendation for Fertilization of Turf Grasses in Florida Soils #5-3M-79.

1. Minimum specification for annual fertilization of St. Augustine grass under irrigation are:
 - a. Application of 16-4-8 acid-loving, sulfur coated urea (SCU) fertilizer at the rate of 6 pounds per 1,000 square feet of turf.
 - b. Frequency for application of fertilization shall be twice (2 times) per year.
2. Minimum specification for annual fertilization of St. Augustine not under irrigation are:
 - a. Apply three (3) pounds of actual nitrogen; one (1) pound of phosphoric acid, and three (3) pounds of potash per 1,000 square feet of turf per year.
 - b. Frequency of applications: two (2); one (1) in March or April, and the other in October or November, shall be "complete mix fertilizer" containing nitrogen, phosphorous and potash, with at least 25% of nitrogen in organic form.
3. Minimum specifications for annual fertilization of Bermuda grass not under irrigation are:
 - a. Apply three (3) pounds of actual nitrogen; one (1) pound of phosphoric acid, and two (2) pounds of potash per 1,000 square feet of turf per year.
 - b. Frequency of application: one (1) at the beginning of rainy season (May) shall be "complete mix fertilizer" containing nitrogen, phosphorous, and potash, with at least 80% of nitrogen in organic form.

B. Shrubs, Ground Covers, Flower Beds and Hedges Fertilization

Shrubs, ground covers, flower beds and hedges shall be fertilized with 6 pounds per 1,000 square feet of organic with Milorganite or approved equal fertilizer applied in April and in September.

Manufacturer's brand name is used for the sole purpose of establishing minimum requirement of level of quality, standards of performance and is in no way intended to prohibit the bidding of other manufacturers.

Fertilization applications will be made by measured broadcasting of dry material, or measured spray or drench application of soluble or liquid material.

C. Trees / Palms Fertilization

Trees and palms shall be fertilized in April or May and September. Trees shall be fertilized with 3 pounds of 15-5-8 granular release fertilizer per inch of tree diameter at breast height broadcast evenly under the drip line of the tree. Palms shall be fertilized with 10-5-5 special palm fertilizer, containing necessary micro and macro elements at a ratio of (3) pounds per palm up to six (6) feet in height and up to but not more than ten (10) pounds for larger palms.

Do you have prior experience satisfying the above stated? Yes No

3.5 Gardening Services

A. Gardening services are to be performed including the following:

1. Vendor(s) shall hand weed all the flower beds, mulched areas and planters
2. Vendor(s) shall trim all the decorative hedges with a trimmer made to trim delicate hedges not with a modified saw or weed hacker. The height and shape will change periodically as per the user departments' instructions.
3. Vendor(s) shall remove the dead branches and canes. Vendor(s) shall remove forced suckers.

4. Vendor(s) shall blow the leaves from all flower beds and mulches areas.
 5. Vendor(s) shall maintain the swale areas.
- B. The butterfly garden at the Coral Gables Branch needs special care in order not to disturb the balance between the butterfly's and the plants that they feed from / are attracted to.
- Vendors shall do selective pruning at each visit or as required.
- C. The maintain a man made pond at the Key Biscayne Branch requires regular cleaning, removal of surface debris with every visit and twice a year removal of the bottom waste that needs to be dredged, cleaned of debris in order to maintain the current ecosystem which inhabits the area.

Do you have prior experience satisfying the above stated? Yes No

***This information is REQUIRED along with the signed Verification Form**

QUESTIONNAIRE

The County is requesting information on the Bidder's experience and capability to provide services requested under this project. The questions represent a list of minimum requirements that must be answered by the bidder and aids the SBD in realizing the maximum opportunity in identifying a goal.

Provide the number of years that your firm has been in existence and the primary market(s) served / serve.

Provide a detailed description of at least three (3) comparable contracts which your firm has (either) ongoing or completed within the past five (5) years that relates to the scopes of work detailed in this project

- a. Name of Client:
Contract duration
Contact name and number

- b. Name of Client:
Contract duration
Contact name and number

- c. Name of Client:
Contract duration
Contact name and number

Please provide any additional information that supports your ability to quality for award of subject contract.
